



**WISCONSIN DEPARTMENT OF AGRICULTURE,
TRADE & CONSUMER PROTECTION**

**DATCP Six Sigma Continuous Improvement
Project Recommendations and Implementation Plan**

Name: DAD Inbound Contracts for funds coming into the agency.

Date Last Updated: 5/3/2013

Overview

DATCP is seeking to identify and realize potential for improved efficiency of the Division of Agricultural Development (DAD) process of completing contracts for funds and services coming into the agency that result in services or funds not being spent to research, improve, and provide information to WI ag industry.

Problem Statement:

The problem is that sometimes the efficiency of routing the contracts is not very high. If a contract for receipt of money is not reviewed and routed in time, we may not be able to meet deadline to execute the project. The goal is to increase the efficiency of the process to minimize missed opportunities.

Issues to be addressed:

1. Current routing process is inefficient. .
2. Currently routing form to each level of review requiring 5 business days at each level or 4 weeks. Need for standard operating procedures, for current and new employees. Standardize the process from concept, writing, finalizing and receiving of funds which required coordination with finance and legal.
3. Define what each party reviews in the application/contract and how the program manager can resolve any questions before it is routed.
4. Resolve delays due to staff being out of office.

Recommendations:

- Via email, initiate electronic contract routing with electronic signature using Adobe software
- Use Sharepoint for contract routing/approval
- Designate secondary person for approval at each level (Finance, Legal)
- Leave the process as is.

Strengths:

- Tracking via Sharepoint

Weaknesses:

- IT needs to set up Sharepoint for the designated staff

- IT will need to train staff on Sharepoint
- Cost of Adobe software. DATCP doesn't have enough licenses

Implementation:

- Install Adobe software on computers for electronic signature
- Provide access to Sharepoint to appropriate staff
- Expected results:
 1. Standardization of process of getting a contract approved from start to finish.
 2. Shorter processing time for all inbound contracts in the division, from 4 weeks to 1 week.
 3. Reduce the number of errors/questions from Finance, Legal and Office of the Secretary that would delay the routing process, by having finance and legal review contract at the same time
 4. Tracking: set up an alert on Sharepoint if contract not approved by a specified time.

***Sole source contracting was outside of the scope of this project and should be referred to DOA as a Six Sigma project.**

Date: _____

DAD Administrator

Date: _____

Ben Brancel, Secretary